

**DMA Policy: 2-1741**

**Name: FUEL CONSERVATION**

**Reference: 2-17-401 M.C.A. thru 2-17-432 M.C.A.**

**Approval Signature:** 

**Effective Date: September 1, 2008**

In an effort to reduce fuel consumption as set forth in Senate Bill 449 Section 3 the Department of Military Affairs has prepared strategies that will help meet the objectives to reduce costs, improve fuel efficiencies and to conserve energy. Suggested strategies are as follows:

Agency responsibility for Motor Pool Vehicle Usage

All trip tickets for Motor Pool vehicles must be reviewed and approved by authorized personnel only (suggested – Program/Division Administrator level or higher). The approving personnel will be responsible for:

- Ensuring use of the state vehicle is warranted.
- Ensure the appropriate vehicle(s) has been requested to accomplish the travel (i.e. passenger, pickup, van)
- No other means can be used to accomplish the work besides the travel such as teleconferencing, metnet, or other electronic information technologies.
- Carpooling has been considered before individual assignment has been approved.
- Review all usage reports provided by MDT Motor Pool to ensure state rules, policies and laws are being complied with.

Vehicle user/operator guidelines

Employees traveling for business will be responsible for:

- Driving at or below the speed limit to conserve fuel.
- Decrease unnecessary miles while in travel status (i.e. recreational purposes, traveling for meals).
- Carpool with fellow employees when feasible.
- Use the appropriate vehicles for the trip (i.e. passenger car, pickup or van).
- Use internet-based applications, teleconferencing, metnet, etc. if possible.

Agency Guidelines

- Develop a program to review all assignments of vehicles to individuals or programs and make the appropriate adjustments as needed
- Review current types of vehicles currently used and determine if appropriate.
- Review current authorizations granted to individuals to take state vehicles home. Review the necessity and eliminate if applicable.

## New Employee Orientation

Each agency will provide training for new employees on the state's vehicle fleet energy conservation plan including:

- When the use of a state vehicle is warranted
- Driving at or below the speed limit to conserve fuel
- Decreasing unnecessary miles while in travel status (i.e. recreational purposes, traveling for meals)
- Carpooling with fellow employees when feasible
- Using the appropriate vehicles for the trip (i.e. passenger car, pickup or van)
- Using internet-based applications, teleconferencing, metnet, etc. whenever possible

## Ethanol Fuel

Department employees will use ethanol whenever possible.

## Overflow Contract

The Motor Pool provides an over-flow contract that can be used to rent vehicles if additional vehicles are needed to conduct business for employees that carpool. It will be the responsibility of the user to make arrangements for that vehicle with one of the vendors from the contract. The overflow contract and information regarding use of the contract can be found at the following web address:

**[http://www.discoveringmontana.com/doa/gsd/procurement/TermContracts/SPB03-683D\\_1.pdf](http://www.discoveringmontana.com/doa/gsd/procurement/TermContracts/SPB03-683D_1.pdf)**

## Summary

- Review vehicle usage and need
- Review policy for allowing employees to take vehicle home
- Reduce idle time in all vehicles (i.e. Heavy Equipment)
- Run vehicles in their optimum range for operation
- Review assignments of vehicles to individuals and change or eliminate when possible
- Review current types of vehicles used and determine appropriateness
- Carpool whenever possible
- Use internet-based applications, teleconference and metnet when available
- Encourage use of ethanol fuels and provide information to educate users
- Provide new employees training on fuel and energy conservation at new employee orientation